

ENCOURAGING FINDINGS:

State Facilities

- Special School District #1(SSD #1) Office has submitted its fiscal year 2004-05 budgetary proposal which includes the following additions to the SSD#1 correctional staff: 5 additional SSD#1 instructors to be located at LSP, AVC, DCI, DWCC, and Madison; and, 1 additional School Psychologist at DCC.
- A monthly average of 4059 inmates participated in education during the 1st Quarter of 2004 under the supervision of 127 certified teachers. While the number of teachers was lower by 1.5% from the previous quarter, the number of participants increased by 4.3 % from 4th Quarter of 2003.
- Literacy & Academic/GED programs averaged 2367 participants with 397 inmates completing their respective academic program during the 1st Quarter of 2004.
- Non-grant funded college and vocational programs averaged 1099 participants with 230 inmates completing their respective college/vocational program during the 1st Quarter of 2004.
- Grant-funded college and vocational programs averaged 593 participants with 197 inmates completing their respective grant-funded program during the 1st Quarter of 2004.
- 99.34% of the eligible inmate population participated in assigned work or education programs during the 1st Quarter of 2004.
- The monthly average of positive drug screens during the 1st Quarter of 2004 remained low at 2.36%.
- PCC has had only one positive drug screen since the 4th Quarter of 2002 to the 1st Quarter of 2004.
- All positive drug screens that have occurred at LCIW since the 4th Quarter of 2002 were among their reception population.
- There have been no suicides during the last six quarters. This can be attributed to training and staff development that provides employees with knowledge, skill, attitude and ability to recognize the symptoms of potentially suicidal adult offenders.
- There have been no Category A Offender-on-Offender assaults since the 4th Quarter of 2002.
- There was an average of .035 Category B Offender-on-Offender assaults per 1000 offenders during the 1st Quarter of 2004.
- There was an average of 26.86 Category C Offender-On-Offender assaults per 1000 offenders during the 1st Quarter of 2004.
- There were no Category A Offender-on-Staff assaults during the reporting quarters.
- There were no Category B Offender-on-Staff assaults during the 1st Quarter of 2004.
- There was an average of 5.15 Category C Offender-On-Staff assaults per 1000 offenders during the 1st Quarter of 2004.

- 100% apprehension rate of the 7 escapes from the secure state facilities since the 4th Quarter of 2002. There have been no escapes from secure state facilities since the 4th Quarter of 2003.
- 87% apprehension rate of the 61 escapes from local jail facilities since the 4th Quarter of 2002.
- 81% apprehension rate of the 124 escapes from work release facilities since the 4th Quarter of 2002.
- 78.52% of preliminary classification cases are ready for intake.
- Local jail facilities continue to submit candidates for the sheriff's in-house work release program that enables the Department to keep the program functioning at optimum level.
- DWCC, LSP, EHCC and PCC have been accredited with the American Correctional Association Medical Performance Based Standards and 3rd Edition American Correctional Institute Standards.

Probation & Parole

- After gaining 3,000 new cases in the last two years, the total population remains stable; probation and parole currently supervises over 60,000 cases.
- Collections were up the 1st Quarter of 2004 due to the Tax Intercept Program (\$281,032.16), the use of the Kiosk machines, and restitution sweeps by some districts. Over two million dollars was collected in both the months of February and March, 2004 (this included supervision fees, victim restitution, and other collectible monies).
- Training on the new risk assessment instrument (LARNA) was completed by the target date of March 31, 2004. All officers are trained and are using LARNA on new cases and other cases at their review date.
- There is an increase in consistency of reporting the "New" cases, and a policy change in December 2003 should speed up processing and allow the case to be classified in the proper level of supervision.
- The use of electronic monitoring units as an alternative has continued to grow, particularly the use of units with newer technology that are more "user" friendly.
- Overdue investigations remain relatively low.
- Positive drug test results are stabilizing around 20% for all districts.
- It is encouraging to note the two offices in Orleans Parish are much more consistent in their drug testing and results.
- There is more consistency in reporting data and increased awareness of the process.

Human Resources

- The Department has relatively few employee grievances for an agency its size (6698 employees).
- Employee morale remains consistently high in spite of the intense nature of employment in a correctional facility.

- The Department began a drug testing policy for employees long before it became mandatory. As a result of this aggressive policy, abuse is almost non-existent.
- Based on the number of appeals received in response to disciplinary separations, the Department has few separations reversed by either the Department of State Civil Service or the courts.
- The involuntary and voluntary employee turnover rate demonstrates the Department's proactive approach in separating unsuitable employees.
- The Department demonstrates a strong commitment to State mandated supervisory training though a significant portion of the curriculum was in use by the Department more than two years prior to its mandate. This is in addition to the high level of active participation in key training courses beyond the Department mandated 40 hours of training per year for professionals and correctional staff and 16 hours of training per year for clerical staff.
- The Louisiana Department of Corrections leads the nation in total number of Certified Corrections Professional designations by the American Correctional Association (ACA). The ACA lists 184 professional designees in the Department with 173 of those from the adult units and Adult P&P.
- The average hours of training by Total Allocated Table of Organization (TATO) among all units is generally comparable when considering that many units target specific months or quarters of the year to complete mandatory in-service training for the majority of the unit's employees. This is demonstrated by significantly increased ranges of training by some units compared to others. As the calendar year progresses these range differences are generally reduced.
- There has been a significant reduction in the use of certain "miscellaneous" training topics. This is important because it should reflect a more accurate classification of the training activity and providing a more representative view of the professional development effort characterized throughout most of the Department's institutions.

Prison Enterprises

- Prison Enterprises was the first state correctional industry program to be certified under the new ACA Performance Based Standards for Correctional Industries, achieving 100% compliance in 2001. Prison Enterprises' ACA Reaccreditation Audit was conducted May 3-5, 2004. A passing score of 100% was achieved on all mandatory and non-mandatory standards.
- Over the past year, new products such as the germicidal cleanser have been added to the line produced by the Hunt Soap Plant. There are also improvements to current products under development. Prison Enterprises is currently distributing pumping systems to the prisons for bleach.

- Construction of a new and expanded Canteen Distribution Center warehouse at LSP has been completed. It is planned to have all items purchased by inmates in the canteens to be provided by Prison Enterprises through the new CDC Warehouse. Meetings are now being held with representatives from each institution to determine the specific products that will be offered for sale in the canteens. All food items and dry goods (i.e. clothing, etc.) should be in stock by July 1, 2004. Secretary Stalder has requested that hobbycraft items be included in this plan in the very near future.
- Several potential Private Sector/Prison Industry Enhancement (PS/PIE) Programs are being evaluated which will help fill employment needs of Louisiana companies and create meaningful jobs for offenders. Prison Enterprises is currently considering proposals from private sector companies that would employ inmate welders at LSP. This is a very promising project that could generate considerable funds for the State of Louisiana.
- The processing floor at the Wakefield Meat Plant is complete. The implementation of this project will be a financial benefit the Department as Prison Enterprises will be able to produce the same products it now sells at substantially lower costs by buying in bulk and processing the products in-house.
- The PS/PIE Program recently underwent an assessment by the Bureau of Justice Assistance. Several issues were brought to our attention that needed to be addressed. Each of these issues has been resolved expediently. The Bureau of Justice Assistance returned to Prison Enterprises to reassess our operation in April 2004. Prison Enterprises PS/PIE program was found to be in full compliance.

Headquarters

- For fiscal year 02-03, Louisiana has the second lowest southern average cost per offender per day at \$33.61, which is approximately \$11.39 per offender per day less than the southern average of \$45.00 per offender per day.
- Inmates are charged an access fee for the initiation of medical services for an illness or injury. This assists in offsetting the cost of offender health care.
- Training for the Automated Sheriff Billing was held at WCI and AVC for the respective local area sheriffs. Training will be held at PCC, DCC and the WNC Departmental meeting.
- On January 15, 2004, State Purchasing increased Headquarters delegated purchasing authority from \$10,000 to \$20,000. At the same time institution delegated purchasing authority was increased to \$2000 after staff meets the training criteria set forth by State Purchasing. PROCRD is scheduling necessary training for those institutions that are interested in the increased authority.

- Contracts were awarded for the DCI's, New Trustee Dormitory & FWCC Geriatric Skilled Nursing Facility in March. Construction has commenced for both, adding 270 new special need beds.
- FWCC Impact Dorm bid 4/21/04 over the projected budget by \$170,000. Value engineering with the designer, lowest contractor and the unit is underway to establish cost savings measures. Initial indications suggest the elevated cost stem from recently elevating steel cost by a factor of three.
- Planning for LSP's New Death Row is nearing completion and are expected to be ready for bidding by early May.
- Re-programming is underway with the project designer and EHCC to complete planning under a reduced scope. Projections suggest adding 280 new special needs beds to the facility.
- Recommendations for expending the \$700,000 major repair dollars have been approved for distribution by the Secretary. A memorandum of authorized funding has been transmitted to each Warden and Business Manager.
- "Request for Proposal" for the statewide energy savings measures is near completion, preliminary estimates suggest \$3,600,000 annualized savings, which could result in \$30,000,000 capital improvement dollars.

AREAS TO MONITOR:

State Facilities

- Differences between state operated facilities and privately operated state owned facilities.
- Special School District #1(SSD #1) Office has submitted its fiscal year 2004-05 budgetary proposal which includes its annual Reduction In Force (RIF) implementation of unclassified personnel. While there is only 1 reduction in adult correctional SSD staffing (loss of 1 Diagnostician at DWCC), there may be some personnel changes at a number of facilities. These changes may cause certain problems given that an "orientation to corrections" must be conducted for the new SSD staff members.
- Facilities suspended incentive wages on a monthly average of 1.09 weeks for serious rule violations during the 1st Quarter of 2004.
- The average length of stay in a work release program for offenders recommended from secure state facilities during the 1st Quarter of 2004 is 5.26 months.

Probation & Parole

- While there is a need to develop consistent sanctions for positive drug screens throughout the Division, many districts are using alternatives in lieu of revocation.
- Policy changes on reasons for technical violations are continuing to be monitored.
- The percentage of total accounts collected continues to be monitored.
- Policy on entering data on drug screening was changed and continued monitoring is required until consistency is achieved. Data appears to be more accurate and reflecting action on positive drug tests. In addition, there needs to be more consistency in the number of offenders tested in each district.
- It was noted in encouraging findings the total population remains stable; however, several quarters show an overall increase in new case processings.
- Since the 1st Quarter of 2002 thru the 4th Quarter of 2003, there has been an increase in revoked probationers for technical violations.
- The impact of the new risk assessment instrument on supervision levels will continue to be monitored. So far, the overall impact has been minimal.

Human Resources

- There was an uncharacteristic spike in the number total training hours for some of the prior quarters for several of the institutions when compared to the last report. Five potential causes of these spikes could be: unusual delays between the date of the training to the time training rosters are entered; employee turnover may increase the time between the delivery of

- training activity and the actual entry; high levels of continuous training with reduced or minimal numbers of staff available for data entry; the correction of a number of dates of class records with high event volumes that would throw training activity counts from prior quarters not reflected in current ranges into the current quarters illustrated; and finally other date corrections could result in training activity being reported that would otherwise never be reported in QSPR but would be included in employee transcripts.
- It must be recognized that delaying the entry of significant amounts of training activity could result in an adverse impact on certain budget considerations, administrative decisions in some areas may be based on incomplete data, and certain employee incentives and development processes could be delayed.
 - LCIW's total training figures are low compared to other institutions because a number of in-service training blocks were postponed in addition to the termination of the unit's training captain, who was directly responsible for entering training data that was completed. The TATO figures reflected 84 positions not yet filled pending the completion of new construction. Those positions were not included in order to prevent further negative skewing of the average hours of training reflected.

Prison Enterprises

- Prison Enterprises continues to monitor the dollar amount per inmate of overall purchases by individual institutions to ensure that they are utilizing Prison Enterprises goods and services as required by both Department Regulations and state statutes.
- There is a need to monitor quality control in production of goods, the timeliness of deliveries and minimization of any damage in the delivery process.
- Prison Enterprises continues to ensure that appropriate rates of incentive wages are paid for specific offender jobs, that the institutions are in compliance with Department Regulations and that forfeiture of incentive wages be used as a disciplinary sanction. A study on incentive pay has been completed at most institutions. Changes made in the incentive pay rosters at the various institutions should substantially reduce the amount of incentive pay paid by Prison Enterprises on a yearly basis.
- The impact of correctional industry employment upon post-release success of offenders-work with CORE continues to be monitored.

Headquarters

- The overtime per Correctional Security Officer is being monitored for necessity/consistency among facilities.
- Results from the 2003 automation survey (Department Regulation No. A-05-003) show that 17% (619 of 3,640) of the staff computers have the Microsoft Windows 95 operating system. Two vendors, SAP for the ISIS HR system and Datamaxx for the NCIC system, have dropped support for Windows 95. Other vendors are expected to drop support for Windows 95 in the near future as this operating system becomes obsolete.
- The increased purchasing authority is granted on the condition of strict adherence to the Louisiana Purchasing Laws, Purchasing Rules and Regulations, Executive Directives and Policy and Procedure Memoranda. Purchasing will be audited on a regular basis and this purchasing authority can be rescinded if it is found that improper procedures are being used. PROCRD will actively monitor institution purchases to prevent audit findings that could jeopardize the purchasing authority.
- Facilities Services will remain in close contact with the Department's divisions to support the risk management audit process. The preliminary round of inspections indicates that all is well.
- Capital Outlay dollars are non-existent for the coming fiscal year. Bond sales proceeds/balances are dedicated to cover outstanding encumbrances. Projections suggest minimal capital improvement dollars for two to three years. DOA contemplating requests elevating the bond sales to double the current limits. This is novel, but could affect current values in the market.

